



# The Complete CypherWorx Child Care Catalog



# The CypherWorx Child Care Catalog

## **Accessibility**

30 minutes

This course discusses accessibility in the workplace, utilizing case studies from the Museum of Science, Boston for further understanding. Four main topics are covered: disability etiquette, legal requirements, accommodations, and accessibility and inclusion.

## **Adult and Child CPR**

1 hour

This course is designed to teach participants how to properly perform Adult and Child CPR. Participants will learn important definitions, hazards and symptoms to look out for, as well as the proper way to perform the Heimlich maneuver.

## **After School Improvement Series: Emergency Action Plans**

30 minutes

Like all other early childhood and school-age settings, after school programs need to consider how they prepare for and respond to emergency situations, from natural disasters, like storms, earthquakes, tornados, flash floods, or volcanic eruptions; fires; power outages; missing children; or acts of violence, including active shooter situations. Some emergency situations may require evacuation, while others may initiate a lock down, or shelter-in-place. The best way to prepare for emergency situations is to plan for them. We can do this by considering the kinds of emergency situations we might encounter, and then developing a series of procedures and protocols for responding to them. Your program's Emergency Action Plan sets out your role and responsibilities should any of these emergencies occur.

## **After School Improvement Series: Indoor Environments**

30 minutes

This webinar will discuss the role a well-planned indoor environment plays in supporting the developmental needs of school-age children. It will talk about the use of interest areas as tools for creating an indoor environment that supports children's interests and developmental needs. In addition, we'll learn how to plan indoor environments that are warm and inviting, help children feel welcome and comfortable and will allow them to participate in different activity areas at the same time without disturbing one another. And finally, we'll discuss the role a well-planned indoor environment plays in keeping children safe and engaged.

## **After School Improvement Series: Outdoor Environments**

30 minutes

The After School Improvement Series: Outdoor Environments course will describe different types of outdoor environments, along with the opportunities and challenges each one offers; discuss the role outdoor environments play in encouraging children to be active, while promoting a range of different experiences; identify the steps you can take to ensure that the outdoor environment is safe and accessible for all children; explore how outdoor environments can be used to extend learning opportunities found in indoor environments.

## **American Heart Association Emergency First Aid**

1 hour

It's important to improve the safety of your workers by training them in First Aid, CPR, and AED. In this course, participants will learn some first aid basics, how to provide First Aid for some medical, injury, and environmental injuries, and how to provide CPR and use an AED. Participants will also learn training options that are available to them through the American Heart Association to get their employees trained.

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## **Americans With Disabilities Act and Transition Plans**

1 hour

Do Title II and Title III of the Americans with Disabilities Act apply to you? Do you work for a non-profit or for-profit zoo, aquarium, or museum? Is your zoo, aquarium, or museum operated by your state or local government? Do you have a Transition Plan or Barrier Removal Plan for your organization? Do you know that the Justice Department or your State's Attorney's Office could sue your organization if you are not in compliance? Fines can cost an organization \$55,000 plus compensation just for an initial infraction. This comprehensive webinar will discuss the development of a plan, examples of that plan, common accessibility issues, and an overview of what to look for in your policies and procedures that could cause an accessibility issue.

## **Attention-Deficit/Hyperactivity Disorder (ADHD)**

15 minutes

The purpose of this course is to educate parents, schools, health professionals and the community about evidence-based assessment and treatment for ADHD. Participants will learn about ADHD and its features, etiological factors, evidence-based assessment and treatment, and professional practice parameters.

## **Autism and Bullying: A Specialist Module for Schools and the Wider Children's Workforce**

15 minutes

The course is designed to give participants an understanding of autism and Autism Spectrum Conditions, as well as bullying in the context of autism. Participants will learn a greater understanding of ways to support children with autism in the context of school bullying. By the end they will have an awareness of some anti-bullying interventions that can be implemented in a school setting and feel more able to identify and tackle bullying of children with autism.

## **Basic First Aid**

30 minutes

This course is designed to give participants the skills they need to perform basic first aid for a wide range of injuries and sudden illnesses. Some topics covered include; the chain of survival, initial assessment, and how to properly bandage and dress wounds. By the end of this course participants will have learned proper first aid for bleeding, shock, burns, choking, fractures, heart attacks, and much more.

## **Become an Energenius®**

1 hour

CalSAC has partnered with the Pacific Gas & Electric Company (PG&E) to bring the Energenius® Out-of-School Time Program to our online training platform. This FREE environmental stewardship curriculum is designed to engage children and youth to think about how they use energy, how energy is measured, paid for, and ways to save energy. Children and youth will understand how they can help reduce the impacts of energy use and production on the environment, and also practice influencing others to take energy-saving actions. Additionally, the curriculum is uniquely and intentionally designed to engage families in energy and water conservation habits.

## **Bed Bug Protection Tips**

15 minutes

Bed bugs don't play favorites, anyone can get them. This course helps participants understand the characteristics of bed bugs, what the health risks are, basic inspection tips, and prevention tips for the home, field, and office.

## **Bloodborne Pathogens and HIV (PS)**

45 minutes

In this course, you will learn about the characteristics of bloodborne pathogens, diseases caused by these pathogens, such as HIV, and how they are transmitted. You will also learn

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the elements of an exposure control plan and how to prevent contact with or infection from contaminated body fluids. In addition, you will learn how to handle exposure incidents involving blood, and the signs, labels, and color-coding used to warn of biohazards and bloodborne pathogens. This training is provided to help employers provide a safe and healthful work environment for their employees and minimize the possibility of employee exposure to bloodborne pathogens.

## **Bringing the Full Power of Science to Bear on Drug Abuse & Addiction**

30 minutes

The National Institute on Drug Abuse's (NIDA) mission is to lead the nation in bringing the power of science to bear on drug abuse and addiction. Recent scientific advances have revolutionized our understanding of drug abuse and addiction, which is now recognized as a chronic relapsing brain disease expressed in the form of compulsive behaviors. This understanding has improved our ability to both prevent and treat addiction. This course will teach participants the effects of drug abuse and how we can help prevent it.

## **Building Relationships with Children and Youth**

1 hour

An environment that fosters positive relationships between children, youth and adults is critical to creating a high quality program. This course supports participants in exploring how to build positive, meaningful relationships with children and youth, in order to plan programs that best meet their needs.

## **Child Abuse Prevention and Awareness**

90 minutes

Unfortunately, child abuse is a prevalent issue in today's world. Child care workers and volunteers, coaches, and others who work with children must be knowledgeable about the topic to ensure children's safety. This course will make you aware of the many issues related to child abuse and help

you recognize and prevent child abuse within and outside of program walls. It offers advice about how to respond to a child who divulges abusive information and what to do with this information. As someone who works with children you will learn how to protect the child, your organization, and yourself from accusations of abuse.

## **Child Abuse Prevention and Awareness for Supervisors and Managers**

90 minutes

If a staff member or volunteer in a child-related program approaches his or her supervisor with a case of suspected child abuse the supervisor must know how to handle the situation to ensure the safety of everyone in the program. This course provides supervisors with a wealth of information about how to recognize and prevent child abuse within program walls, and furthermore, the steps to take when a situation of child abuse arises. In addition, you will learn best practices for yourself, your staff and your organization.

## **Coaching with Head and Heart**

45 minutes

Leaders and managers need strategies to support others in their own growth and development. In this course, participants will be introduced to a coaching process that supports individuals to make more conscious decisions, build off their strengths and internal resources and take new action. Participants will understand when coaching is needed, the mindset required, and the critical skills needed for effective coaching, including deep listening and inquiry.

## **Coming to America: Understanding the Immigration Process**

30 minutes

Immigrants come to this country under varying circumstances, and their journey and immigration status effect how they live and adjust to life in the U.S. This informational course is designed for participants learn more about the immigration

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experience and process children, youth, and their families in their OST programs have gone through in order to come to the United States. Since many of our English Learners are immigrants or children of immigrants, it is important for us to understand the circumstances and contexts under which these children, youth, and families are living.

## **Communicating with Families**

1 hour

Communication and positive relationships with families improve when program staff recognize family members as partners. Staff can benefit from acknowledging their feelings about families and identifying how these feelings help or hinder working with families. This course provides participants the opportunity to identify their attitudes towards families, consider how their attitudes can enhance or detract from their ability to develop positive relationships with families, and examine how a program's overall environment supports strong staff-family communication.

## **Community Resource Mapping**

15 minutes

English Learner families can often benefit from accessing low-cost/free services such as legal services, English classes, food banks etc. Afterschool Programs often do not have the resources to provide all of the services that they would like to provide to English Learners and their families. This course serves as a compliment to Healthy Cultural Identities and Engaging Families and Communities, an in-person training offered through CalSAC's English Learner Training and Professional Development Project. This online course can also be used by a wide audience to help participants engage with an example of what Community Resource Mapping looks like.

## **Course 01: Exploring the Continuum of Developmental Tasks of School-Age Children from 5 to 12**

2 hours

Understanding the continuum of ongoing development between the ages of 5 and 12 provides the foundation for planning and implementing successful school-age programs. When staff know and understand the developmental tasks of school-age children, they can work with children and colleagues to design effective environments, plan engaging activities, set appropriate expectations and limits, and guide children's behavior effectively.

## **Course 02: Exploring Four Areas of School-Age Development**

2 hours

One of the most helpful ways to gain an understanding of the needs and interests of youth between 5 and 12 is to examine their development from four different perspectives: 1) Physical Development, 2) Cognitive Development, 3) Social Development, and 4) Emotional Development. It is important for staff to keep all four of these areas in mind when planning and implementing program activities and experiences. Keeping the four areas of development in mind leads staff to design a balanced set of experiences that nurture and growth and development of the "whole child."

## **Course 03: Exploring Developmental Needs and Characteristics of Different Age Groups**

2 hours

Certain developmental needs and traits are associated with younger school-age children, while others are typical of older school-age children and youth. While the differences between school-age children of different ages are not clear-cut, there are some general traits and tasks that are often associated with younger (ages 5-7), middle (ages 8-10), and older (ages 11-12) school-age children and youth. Understanding these differences helps staff plan appropriate activities and guidance strategies for children of different ages.

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## **Course 04: Exploring Individual Differences in School-Age Children**

2 hours

One of the most significant challenges for staff in OST programs is learning how to identify, manage, and respond appropriately to individual differences in a group setting. Some differences among children are the result of inborn characteristics and traits (e.g. physical characteristics, temperament, talents, race). Other differences are the result of external factors (e.g. the environment) or are cultivated as the child grows and develops (e.g. interests, skills, knowledge). The diverse needs, characteristics, interests, abilities, and skills of school-age children require a flexible atmosphere that supports diversity and choice for children with varying capacities for independent action. Staff who understand and appreciate individual differences in children are better equipped to plan and implement program experiences that help individual children grow and flourish in a group setting.

## **Course 05: Guiding School-Age Children in Groups**

2 hours

When large numbers of children are involved in the program, it is challenging to create and deliver school-age program activities that can meet the needs of all children. The key to success is taking a systematic approach to program planning. It is important for staff to understand how to select appropriate activity options and use effective management strategies that make it possible to offer a balanced variety of simultaneous activity options. This understanding will help staff plan and implement a program that effectively supports, nurtures, and guides individual differences and fosters positive interaction among children in groups.

## **Course 06: Guiding the Behavior of Individual Children**

2 hours

The knowledge and understanding in this course

will help students develop strategies for creating programs that encourage individual children to develop self-discipline and self-direction, establish positive relationships with others, and exhibit respect for program materials and equipment and the rights of others.

## **Course 07: Observation Skills - What's Going on Here?**

2 hours

Observation forms the basis for much of what people plan and do every day. As staff work with children in school-age programs, observation takes a more formal role. High quality school-age care is based on the principle of developmentally appropriate practices. Developmentally appropriate practices combine general knowledge of child development with specific knowledge of each individual child. Conducting objective observations help staff learn about each child's development and provides staff with valuable information to use in planning and implementing appropriate program experiences and in developing effective guidance strategies.

## **Course 08: Human Relations Skill Development**

2 hours

Being able to communicate effectively is an essential human relations skill for school-age care professionals. To be a good communicator, school-age professionals need to understand the components of communication and how the communication process works. They need to identify barriers to clear communication and develop strategies for minimizing or eliminating barriers to communication. School-age care professionals also need to work cooperatively with other team members to solve problems and conflicts. This requires an understanding of how teams work and the characteristics of effective teams. Assessing the current status of personal human relations skills helps each professional identify priorities for making improvements to these skills.

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## **Course 09: School-Age Care as a Family Service - Part One**

2 hours

Strong, positive, cooperative relationships with parents and families are at the heart of quality school-age programs. Unfortunately, positive relationships with parents and families are not always easy to achieve because parents, like children, have widely varying personalities; some are easier to reach than others. Parents in school-age programs have different ideas, values, concerns, knowledge, pressures, lifestyles, plans, dreams, resources, and constraints. Staff who are successful in building positive relationships begin by recognizing the importance of accepting parents as the most important people in children's lives, regardless of differences among them. They understand that staff attitudes toward parents can have a strong effect on whether or not staff can establish positive relationships with parents. Staff in quality programs make a commitment to learning as much as possible about parents' needs, interests, wants, and concerns and develop effective strategies for making positive connections with parents.

## **Course 10: School-Age Care as a Family Service Part Two**

2 hours

The foundation for getting parents involved in school-age programs is to keep parents well informed about what is happening in the program. Quality programs also provide parents with opportunities to make suggestions and give feedback on program services through suggestion boxes, feedback forms, and surveys. When parents are encouraged to have input in the program, they develop trust and confidence in the program and feel a sense of pride and ownership. They are much more likely to participate as resourceful partners with program staff when they know their ideas are welcome and valued. Finally, because parents are all different from each other, it's important to provide many different opportunities for them to connect with the program. Staff in quality school-age programs recognize that all parents don't have

to be involved in the same way.

## **Course 11: Building Relationships with School Personnel**

2 hours

School-age programs and schools share a mutual goal of supporting the growth, development, and learning of school-age children. Over 50% of all school-age programs nation-wide are housed in school facilities. When school-age programs are housed in school facilities, it is essential for staff in school-age programs to establish and maintain a positive relationship with school personnel. This makes it possible for schools and programs to work together to support the needs of the whole child. Staff can develop successful partnerships with school personnel by cultivating an understanding of the needs, interests, and goals of school personnel and using effective strategies, tools, and systems to build a spirit of positive collaboration and communication.

## **Course 12: Growing as a Professional in School-Age Programs**

2 hours

Caring for school-age children in a school-age program is a relatively new field of work. The field itself is constantly changing and expanding. In view of this "newness" and change, those who work in the field are playing an important role in shaping and defining what it means to be a school-age professional. They are guiding school-age care as an emerging profession. In the search for a definition of professionalism in school-age programs, it is helpful to examine the common characteristics of professionalism in other fields. The next step is identifying qualities and characteristics associated with professional behavior in the school-age field, itself. As a school-age professional, it is also important to understand the importance of acting as a public policy advocate on behalf of school-age children and their families. An important part of professionalism is continued personal growth and development in relation to the field. This requires using appropriate

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resources and strategies to further individual professional development. It also requires considering what constitutes ethical conduct in the field and developing an ongoing commitment to ethical behavior.

## **Course 13: Creating and Maintaining Safe School-Age Environments**

2 hours

Keeping school-age children safe during out-of-school hours is a top priority for school-age programs. This requires giving careful attention to setting up the program environment in a way that promotes safety and using effective strategies for monitoring and maintaining a safe environment. Because school-age children are growing towards independence, it is also important for staff to help them develop habits and behaviors that will keep them safe from harm as they participate in program experiences. Promoting and protecting children's safety is one of the major responsibilities of staff in school-age programs.

## **Course 14: Creating and Maintaining Healthy School-Age Environments**

2 hours

Keeping school-age children healthy is another major priority for school-age programs. This requires giving careful attention to setting up the environment in a way that promotes healthy habits and using effective strategies for monitoring and maintaining a hygienic environment. Because school-age children are growing towards independence, it is also important to help them develop habits and behaviors for living a healthy life-style.

## **Course 15: Designing Effective Indoor School-Age Play and Learning Environments**

2 hours

Planning effective environments is the first step to planning an effective program. When environments are attractive, interesting, and comfortable, they provide a backdrop for a varied program that

can address the developmental needs of school-age children. The look and feel of well-planned environments send messages that let children know they are welcome and valued. They are inviting and encourage children to get involved and stay engaged with program activities and experiences

## **Course 16: Developing and Implementing Effective Indoor Interest Areas**

2 hours

In order to operate an effective school-age program environment, it is essential for staff to know how to design, set up, and operate a variety of different interest areas that meet the developmental needs of school-age children. Effective interest areas are multi-dimensional; they provide a wide variety of activity options within the area. Effective interest areas provide children with opportunities to work and play independently on their own or with others. They also provide a setting for focused, staff-led activities designed to introduce children to new concepts and skills. Staff in quality school-age programs know how to work with colleagues and children to define, develop, and manage a wide variety of interest areas

## **Course 17: Developing and Implementing Effective School-Age Outdoor Environments and Interest Areas**

2 hours

School-age children need daily opportunities to exercise, relax, and participate in a wide range of outdoor activities. The hours children spend in after school programs are often the best hours of the day for getting fresh air and enjoying the out of doors while it is still daylight. School-age programs can provide safe, secure settings where children can enjoy the out of doors. Even if outdoor space is limited, regular participation in a wide variety of physical activities in the open air can help children develop healthy exercise habits that will last a lifetime.



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## **Course 18: Exploring Effective Schedules, Diverse Activity Formats, Planning Tools, and Staff Roles**

2 hours

Flexible schedules make it possible to provide a varied program of activities that support the developmental needs and interests of school-age children. By establishing a flexible schedule, school-age staff can plan and implement a variety of different activity formats. To develop a balanced program, it is important for school-age staff to take a systematic approach to both short-term and long-range planning. Staff can use a variety of different planning tools to plan different types of activities. To implement a diverse program of activities, it is essential for school-age staff to recognize and use a wide variety of different roles as they interact with children throughout the program day.

## **Course 19: Involving School-Age Children in Activity Planning and Implementation**

2 hours

As they grow and change and move toward independence, school-age children and youth become very interested in planning and directing their own activities. This means it's very important for staff to think of ways to involve them in program planning and implementation. By planning activities WITH children instead of FOR them and engaging them in creating the program environment, staff can help children develop a feeling of ownership of the program - a positive feeling that the program belongs to them.

## **Course 20: Developing Activities That Encourage Creativity and Cognitive Development**

2 hours

Children who regularly attend school-age programs need many opportunities to engage in activities that will help them develop their creative potential and apply their emerging thinking abilities and skills. To support children's needs, it is essential for school-age staff to understand the creative process and the relationship of cognitive development to creativity. With this knowledge and understanding,

staff can design and implement a program that encourages a sense of wonder as children explore their environment, fosters creative imagination, and enhances children's ability to apply reasoning skills appropriately as they develop ideas and encounter challenges, problems, and opportunities.

## **Course 21: Creating Successful Clubs, Special Events, and Field Trips in School-Age Programs**

2 hours

Children who regularly attend school-age programs need many opportunities to participate in activities that help them connect with their communities and work together to build on their interests, talents, and abilities. Clubs, special events, and field trips are ideal vehicles for providing these opportunities. When staff know how to work with children to plan and implement these activities, children develop a sense of program ownership that helps them become productively engaged in a variety of meaningful activities that support their development.

## **Course 22: Developing Activities That Support Character Development and Promote Social Interaction**

2 hours

In order to operate an effective school-age program environment, it is essential for staff to know how to design, set up, and operate a variety of different interest areas that meet the developmental needs of school-age children. Effective interest areas are multi-dimensional; they provide a wide variety of activity options within the area. Effective interest areas provide children with opportunities to work and play independently on their own or with others. They also provide a setting for focused, staff-led activities designed to introduce children to new concepts and skills. Staff in quality school-age programs know how to work with colleagues and children to define, develop, and manage a wide variety of interest areas.

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## **Course 23: Providing Homework Support**

2 hours

The National Standard Objectives of Learning (SOL) have raised questions about the role of school-age programs in providing homework help and support. Research indicates there are many different ways to provide effective homework support in school-age programs. Some are more structured than others. When planning a homework support program, it is important for school-age programs to develop a homework philosophy that is consistent with the program's overall philosophy and reflects current research on best practices for providing homework help. The homework philosophy should also reflect the needs of parents and children in the program and strike a balance between homework needs and other experiences that help children grow and learn out-of-school. When staff know how to design homework environments, identify appropriate homework materials, and use effective strategies to guide children's efforts, homework support can be an effective component of ongoing programs.

## **Course 24: Helping Children with ADD Succeed in School-Age Programs**

2 hours

Children with ADD regularly experience struggles and challenges at home, in school, and in the community. Without the help of knowledgeable, understanding, and supportive people, they often experience multiple failures and frustrations on a daily basis. Typically, they lack the self-confidence that stems from learning how to do things well. Their lack of social skills and self-control makes it hard for them to make friends with schoolmates and children they meet in program activities. By the school-age years, many of these children do not feel good about themselves. They feel lonely and ostracized. Their self-esteem sinks a little lower every day. Staff in school-age programs are in a position to make a positive difference in the lives of children with ADD. Armed with important information and management tools, they can help reverse the cycle of failure and frustration that results in low self-esteem in these children. They can make

life easier, happier, and more satisfying for children with ADD, their parents, other children in the program, and themselves.

## **Course 25: Focus on Health and Stress Management**

2 hours

Every day OST professionals dedicate themselves to caring for and nurturing children, youth, and families. Often OST professionals are so dedicated to serving others, they neglect their own needs. When this happens, OST staff can experience stress that causes them to become overwhelmed, exhausted, frustrated, dissatisfied with job responsibilities, and unappreciated. When OST professionals maintain a healthy balanced lifestyle, they are in a much better position to face the challenges of supporting and nurturing children and families with positive energy, enthusiasm, patience, and empathy. By developing self-awareness; linking their personal and professional goals; developing a healthy balanced lifestyle; and identifying and managing stressors effectively, OST staff can create and maintain a positive sense of well-being that allows them to maximize their ability to build positive relationships with children, parents, colleagues, and others.

## **Course 26: Human Relations Skill Development: Focus on Leadership Styles and Conflict Management**

2 hours

Research indicates that those in positions of leadership use a variety of different leadership and management styles. A person's effectiveness as a leader is often directly linked to his or her leadership style. It is important for OST professionals to be aware of the assumptions and characteristics of different leadership styles. Knowledge of different leadership styles can help OST professionals reflect on their own leadership style and assess its effectiveness. It can also help OST professionals take a proactive approach to applying different leadership styles and techniques, depending on the situation.

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Leaders also use a variety of different styles when it comes to managing and resolving conflicts. By understanding how to diagnose the causes and dynamics of conflict and understanding the characteristics of different conflict management styles, OST professionals can choose the best conflict management strategy for each situation. There are a number of skills that enhance the ability of OST professionals to employ different leadership and conflict management styles effectively. When OST professionals are aware of these skills and their own skill levels, they can set priorities for ongoing development of leadership skills.

## **Course 27: Exploring Ethics in School-Age Care: Focus on a Professional Code of Ethics**

2 hours

According to Frank Loewenberg and Ralph Dolgoff, developing a code of ethics is a significant stage for any profession. "For most American occupational groups the development of a code of ethics coincided, more or less, with the decision to formalize the transformation of the occupation into a profession." The transformation to a profession allows those working in the profession continuity and heightened sense of purpose. It allows those outside of the profession to realize the integrity and importance of the profession. When OST/SAC professionals develop, adopt, and adhere to a Code of Ethics, they are guided by underlying principles that represent the values of the OST field. These underlying principles help them determine appropriate courses of action when they face ethical issues as they work with children, parents, colleagues, and community members.

## **Course 28: Commitment to Quality in School-Age Programs**

2 hours

School-age child care programs were prevalent during World War II. Many mothers worked outside the home to support the war effort and needed care for their children. When the war ended, school-age child care programs disappeared almost overnight as mother chose to stay at home.

School-age programs emerged again in the late 1960s in response to the vast numbers of mothers across the nation who were re-entering the workforce. National surveys in the 1970s indicated that at least two-thirds of mothers with school-age children were again employed outside the home. The divorce rate was increasing as well as the number of households headed by a single parent. As a result, many elementary school children spent hours alone from 3:00 to 6:00 when school was out. Clearly, there was a growing need for out-of-school support services for school-age children. In the 1970s programs were commonly known as school-age child care or extended day programs. Those establishing programs gave their attention to increasing the availability and affordability of after school services for working parents. By the mid 1970's, child care advocates also emphasized the importance of providing quality programs. Child care advocates, parents, educators, public policy experts, and representatives from a wide variety of child care and community organizations began a national dialogue to explore and identify the components of quality school-age child care services. Today, national, state, and local organizations are working to educate the public about quality school-age child care services and assist school-age child care professionals achieve quality programming in their communities. It is essential for OST professionals to be aware of the national and state organizations, research, and practices that focus on the development of quality school-age child care programs. This makes it possible for OST professionals around the country to learn about the dimensions of quality OST/SACC programs and participate in the important process of continuous improvement of their own programs.

## **Course 29: Making Plans and Developing Policies**

2 hours

Planning and policy-making are closely linked to the development of quality OST programs. When OST staff are skilled as planners and policy-makers, they can use these skills to design and implement high quality programs that benefit children, youth, and families. It is essential for OST professionals

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to recognize that it is important for policies to grow out of a vision of quality and a mission that supports that vision. Therefore, creating a vision for quality, developing a program philosophy, and writing a clear mission statement are the first steps in program planning. It is also important for OST professionals to use a systematic process to develop goals and objectives, set priorities for accomplishing goals and objectives, and develop goal-based action plans that will help the OST program achieve its mission. High quality OST programs are led by professionals who understand how to use effective strategies for creating a continuous cycle of planning and evaluation that supports ongoing program improvement.

## **Course 30: Creating and Managing Budgets in School-Age Programs**

2 hours

When program budgets are developed through a careful, step-by-step process, they become valuable planning tools. By using effective budget planning tools and strategies, OST professionals can make realistic projections about the program's financial stability and design strategies for generating and allocating resources to support the program's vision and mission. It is important for OST professionals to understand that the budget process is ongoing. It involves linking financial goals to program goals, identifying program priorities, allocating resources effectively, using reliable methods for calculating potential expenses and revenues, monitoring performance against projections made, and making needed changes and adjustments for the future.

## **Course 31: Creating and Managing Budgets in School-Age Programs (OSTW)**

2 hours

When program budgets are developed through a careful, step-by-step process, they become valuable planning tools. By using effective budget planning tools and strategies, OST professionals can make realistic projections about the programs financial stability and design strategies for

generating and allocating resources to support the programs vision and mission. It is important for OST professionals to understand that the budget process is ongoing. It involves linking financial goals to program goals, identifying program priorities, allocating resources effectively, using reliable methods for calculating potential expenses and revenues, monitoring performance against projections made, and making needed changes and adjustments for the future.

## **Course 32: Current Trends and Issues in Out-of-School Time Programs**

2 hours

It is important for OST professionals to understand how the field has developed since its inception and to be knowledgeable about the current status of the OST field. With this knowledge and understanding, it is possible for OST professionals to participate in shaping the field as it grows in the future. The field of OST is growing and changing as national researchers learn more about what works best in OST programs for a wide range of children and youth, their families, and their communities. Other positive changes are occurring as advocates for OST succeed in creating more public awareness about the need to make quality OST services available to all children and youth across the country. In addition, the OST field is undergoing a metamorphosis as experienced professionals in several different disciplines and fields share and contribute their knowledge, skills, and insights with the goal of creating national models that represent the best possible OST programs. In this climate of change, OST programs face a number of important issues, revolving around the availability, affordability, and accountability of programs. Many national trends and issues have implications for OST at the state and local level. When OST professionals are well informed about national developments in the field, they can become more effective OST advocates as they design and implement high quality, sustainable programs that are responsive to youth, family, and community needs.

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## **Course 33: Youth Development Trends: Focus on Older Youth**

2 hours

The Center for Early Adolescence at the University of North Carolina and the Search Institute have found that early adolescence is a time of rapid change in youth development and developmental needs. For many children, the characteristic needs of early adolescence begin to emerge as early as age nine, when children are still in elementary school and attending traditional OST programs. OST professionals who understand these emerging needs are better equipped to create successful program experiences with older children in their programs. The number of quality OST programs for children between five and twelve is steadily growing across the country. At the same time, there is increasing public interest in establishing programs that can also address and support the out-of-school needs of children over age twelve. For many years, communities tried to meet the needs of older youth by a problem-solving approach that focused on helping youth by fixing what was wrong. New trends in youth development take a more positive approach and are focused on working with youth to create positive outcomes. OST professionals who are knowledgeable about adolescent development and developmental needs and are knowledgeable about youth development research and trends can play important roles in helping their communities design and develop the next level of program services for children over the age of twelve. By learning about ways to support the developmental needs of older youth, OST professionals can join with others to create strategies and programs for continuing to build on the positive experiences younger children have in their OST programs.

## **Course 34: Creating Community Collaborations**

2 hours

Across the country, more and more communities are forming community collaborations to address the out-of-school needs of children and youth of all ages. When different segments of the community join together, share ideas, and pool their resources

and efforts to create OST initiatives, children and youth benefit. What one organization or program may not be able to accomplish alone, is often achievable when partnerships and collaborations among diverse groups and individuals are formed. When OST professionals are knowledgeable about what it takes to create and sustain successful collaborations, they can play an important leadership role in creating OST initiatives and programs that will meet the needs of children and youth in their communities now and in the future.

## **Course 35: Observing Children in School-Age Programs**

2 hours

Conducting and documenting objective, accurate observations of children in OST programs is an important professional responsibility of OST professionals. Two useful tools for structuring observations are 1) Developmental Checklists and 2) Anecdotal Records. Both tools provide rich information that help staff learn about children's development. When OST staff conduct regular observations of children's development and prepare objective documentation of these observations, they are able to discover the uniqueness of each child and provide developmentally appropriate guidance and support for all children in the program.

## **Course 36: Sharing Information with Parents and Other Professionals**

2 hours

School-age children work on many important developmental tasks during their out-of-school hours. One of the important responsibilities of OST staff is to help parents stay in touch with how their children are growing and developing during program hours. In addition to parents, professionals who work with children in other settings are often interested in learning how children spend their time when they are not at home or school. Portfolios are excellent tools for bringing children's experiences in OST programs to life for parents during planned parent conferences. They are also valuable

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tools for sharing helpful information about children with other professionals.

## **Creating a Quality Summer Program**

1 hour

CalSAC partnered with the Summer Matters campaign to create our Quality Summer Program training series. Summer months bring unique opportunities for learning outside the traditional school year and walls. High quality summer learning programs change students' lives for the better with an opportunity to improve their academic achievement and readiness to learn. Developing quality programs requires intentional, ongoing development. Engage in activities that will help identify and strengthen the quality of your summer learning program. Creating a Quality Summer Program is the first module in the Quality Summer Programming Training series. In this module, participants will learn about the importance of high quality summer learning programs for youth, elements of high-quality summer programs and effective tools to guide programs in their ongoing development of quality programming.

## **Creating a Safe and Respectful Environment for Our Nation's Children and Youth**

2 hours

This course is divided into two sections: Understanding and Intervening in Bullying Behavior and Creating a Supportive Classroom or Program Climate. The first section, Understanding and Intervening in Bullying Behavior, is designed to teach learners how to reduce the instances of bullying behavior within their classrooms or programs. The second part, Creating a Supportive Classroom or Program Climate, instructs about how to successfully address and reduce bullying in classrooms or programs, while creating an environment that enhances youth learning and their experiences.

## **Creating a Safety Program**

45 minutes

This course covers how to create a safety program

for your business including topics on management, leadership, employee involvement, worksite analysis, hazard prevention and control, safety, health training, and education.

## **Creating an Inclusive Program**

1 hour

With planning, training, and support, program staff can successfully include many children with special needs. Program staff must develop the skills necessary to assess the environment, materials, equipment, and activities to make the necessary modifications and accommodations so that all children and youth in their programs are successful. During this course, participants will discuss the law regarding inclusion as well as the attitude and reasonable accommodations needed to create an inclusive environment for children and youth with special needs.

## **Creating Respect and Safety**

1 hour

Out-of-school time programs provide a safe space for children and youth, both physically and emotionally. Staff need to understand how to create safe environments to ensure that children and youth feel safe in order to fully participate in the program. This course will provide participants the opportunity to explore their own relationship to safety and support, set group agreements for the series, and discover their FRAME.

## **Cultural Competence: Identity, Diversity and Engagement**

1 hour

Many programs engage children, youth, families, and staff from diverse cultural backgrounds. In order to best serve their community, out-of-school time program staff need to develop the vocabulary and skills to engage with people from different cultures. During this course, participants will explore how culture can impact and shape individuals, examine their own cultural identities and how these identities may impact their interactions with others,

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and levels of engagement with diverse groups.

## **Cyberbullying**

1 hour

In this course, you will: Learn the definition of cyberbullying, discover tactics on preventing cyberbullying, find tips for parents and teachers as well as how to report instances of cyberbullying.

## **Developmental Trends 101**

1 hour

In order to provide developmentally appropriate programming, it's important to understand how children and youth develop physically, emotionally, and cognitively. This course will provide information about the developmental trends that are associated with different age-groups (K-8) and how these trends relate to day-to-day programming.

## **Down Syndrome**

15 minutes

Down Syndrome, also called Trisomy 21 is the most common cause of mental retardation and malformation in a newborn. This course gives participants a brief overview on the characteristics, cause, and long-term effects of Down Syndrome. It also teaches participants some effective teaching strategies and activities to use when dealing with individuals who have Down Syndrome.

## **Drug-Free Workplace**

15 minutes

In this course, participants will learn about the Drug-Free Workplace Policy. They will discover the impact of substance abuse in the workplace, ways that people use alcohol and other drugs, and learn how to understand addiction. Other topics include signs and symptoms of substance abuse, family and coworker impact, assistance, confidentiality, and specific drugs of abuse.

## **Dyslexia**

15 minutes

This course gives participants an overview of Dyslexia in children. Participants will learn a brief overview of what Dyslexia is and how it affects children in different age groups. They will also learn some helpful teaching methods that help children with Dyslexia learn best.

## **Effective Communication with Children and Youth**

1 hour

We are constantly communicating with the children and youth in our program through our words and actions. It's important for program staff to think critically about their communication skills and habits in order to communicate effectively. During this course, participants will learn about effective and dynamic communication tools, strategies to check for understanding, and activities that engage children and youth in communication.

## **Effective Health and Safety Committees: Part One**

15 minutes

This course is Part One of a three course series. By the end of this course, participants will know the hazards associated with their workplace and the best methods to control them. This course will also discuss key elements for well-functioning health and safety committees, as well as, basic legal requirements for health and safety in the workplace.

## **Effective Health and Safety Committees: Part Three**

15 minutes

This course is Part Three of a three course series. By the end of this course, participants will know the basics of conducting a workplace inspection, how to address health and safety concerns, allies in this process, and barriers that may come up and strategies on how to overcome them.

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## **Effective Health and Safety Committees: Part Two**

15 minutes

This course is Part Two of a three course series. This course is aimed at health and safety committee members who wish to establish a committee structure and process. By the end of this course, participants will be able to develop an action plan for the year that identifies at least 1 or 2 priority health and safety issues that should be worked on.

## **Egress, Fire Prevention, & Fire Protection**

15 minutes

In this course, participants will learn about escape routes and exits, emergency action plans, fire prevention plans, fires, fire extinguishers, and workplace fire prevention tips.

## **Elements of an Effective Safety and Health Program**

15 minutes

In this course, participants will learn how an effective management of worker safety and health programs can reduce the extent and severity of work related injuries and illnesses, improve employee morale and productivity, and reduce worker's compensation costs.

## **Elements of the Environment**

45 minutes

A positive environment for out-of-school time programs is as vital to the success of a program. It is important for the staff to understand the powerful effect the environment has in supporting the overall goals of school-age care and afterschool programs. Once staff members understand the role of the environment, they will be able to create an atmosphere in which children's and youth's growth and development are supported by the ways in which the space is arranged and managed, materials are chosen and maintained, and interpersonal relationships are developed. This course will help examine the indoor, outdoor and interpersonal environments of their program, gain knowledge on

how to use all environments effectively, and identify a variety of ways to enhance the out-of-school time environment for children and youth.

## **Energy and the Environment**

1 hour

CalSAC has partnered with the Pacific Gas & Electric Company (PG&E) to bring the Energenius® Out-of-School Time Program to our online training platform. This FREE environmental stewardship curriculum is designed to engage children and youth to think about how they use energy, how energy is measured, paid for, and ways to save energy. Children and youth will understand how they can help reduce the impacts of energy use and production on the environment, and also practice influencing others to take energy-saving actions. Additionally, the curriculum is uniquely and intentionally designed to engage families in energy and water conservation habits. Energy and the Environment is Activity Guide #2 in the 4-part Energenius® Out-of-School Time Program. The curriculum and activities are designed to engage children and youth in understanding how energy is produced, where energy comes from, and some impacts of energy use and energy production on the environment. This course will prepare participants to deliver the activities from the Energy and the Environment Activity Guide as well as connect families to resources to help save energy and money.

## **Energy and You!**

1 hour

CalSAC has partnered with the Pacific Gas & Electric Company (PG&E) to bring the Energenius® Out-of-School Time Program to our online training platform. This FREE environmental stewardship curriculum is designed to engage children and youth to think about how they use energy, how energy is measured, paid for, and ways to save energy. Children and youth will understand how they can help reduce the impacts of energy use and production on the environment, and also practice influencing others to take energy-saving actions. Additionally, the curriculum is uniquely and



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intentionally designed to engage families in energy and water conservation habits. Energy and You is Activity Guide #1 in the 4-part curriculum Energenius® Out-of-School Time Program. The curriculum and activities are designed to engage children and youth to think about how they use energy, how energy is measured and paid for, and ways to save energy. This course will prepare participants to deliver the activities from the Energy and You Activity Guide as well as connect families to resources to help save energy and money.

## **Engaging English Learner Families and Communities**

15 minutes

This online course serves as a compliment to Healthy Cultural Identities and Engaging Families and Communities, an in-person training offered through CalSAC's English Learner Training and Professional Development Project. This course will help participants go deeper and gain more examples and strategies related to some of the 5 Tips for Engaging English Learners' Families and Communities introduced in the training.

## **Engaging the Community in Quality Summer Programs**

1 hour

CalSAC partnered with the Summer Matters campaign to create our Quality Summer Program training series. Summer months bring unique opportunities for learning outside the traditional school year and walls. High quality summer learning programs change students' lives for the better with an opportunity to improve their academic achievement and readiness to learn. Developing quality programs requires intentional, ongoing development. Engage in activities that will help identify and strengthen the quality of your summer learning program. Engaging the Community in Quality Summer Programs is the third module in the Quality Summer Program Training series. People need to know how important summer is to the children and youth in your program and across the state. Summer learning program staff are all torchbearers for quality

summer opportunities. In this module, participants will gain a deeper understanding of elements of high-quality summer programs by identifying resources to help strengthen their summer program offerings, engaging in collaborative reflection and planning, and developing clear goals for the summer program.

## **English Learner Socio-Emotional Factors and Typologies Review**

30 minutes

This course serves as a compliment to Knowing English Learners, an in-person training offered through CalSAC's English Learner Training and Professional Development Project. This review course is for CalSAC EL Trainers and participants. CalSAC Trainers can use this module as a way to brush up on the Socio-Emotional Factors and English Learner Typologies before conducting a training, and participants can use the module to further their understanding of the Factors and Typologies.

## **Equal Opportunity 101**

15 minutes

The U.S. Department of Labor Civil Rights Center is committed to providing clear and easy-to-access information on how to comply with federal equal opportunity and nondiscrimination laws and regulations that (1) prohibit discrimination in DOL-funded programs and activities, and (2) prohibit discrimination on the basis of disability by certain public entities and in DOL-conducted activities. This course is a brief overview on equal opportunity rights.

## **Ergonomics - English**

30 minutes

This course will allow participants to obtain the skills and knowledge needed to anticipate, recognize, evaluate, and control ergonomic risk factors in a broad range of workplace settings. Participants will learn what ergonomics is, OSHA guidelines, ergonomics stressors, common ergonomic injuries, and recommended solutions.

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## **Ergonomics - Spanish**

30 minutes

Este curso permitirá a los participantes obtener las habilidades y conocimientos necesarios para anticipar, reconocer, evaluar y controlar los factores de riesgo ergonómico en una amplia gama de lugares de trabajo. Los participantes aprenden lo ergonomics es, las pautas de OSHA, ergonomics estrés, lesiones ergonómicas comunes y las soluciones recomendadas.

## **Ergonomics for Food Service and Retail**

30 minutes

This course is designed to teach food warehousing, food service, and supermarket employees the importance of ergonomics. This course will cover topics such as benefits of ergonomics, Work Related Musculo-Skeletal Disorders (WMSDs), ergonomic risk factors, and how to reduce hazards from awkward positions and heavy lifting.

## **Ergonomics for General Industry: Making the Work Fit the Worker**

30 minutes

This course gives participants an overview in ergonomics and focuses on Musculoskeletal disorders (MSDs). Participants will learn the causes, symptoms, consequences, and solutions for MSDs. This course will also cover workers' rights under OSHA and the proper procedure for filing a complaint.

## **Ergonomics MSDs**

30 minutes

Ergonomics is the science of fitting jobs to people. Ergonomics encompasses the body of knowledge about physical abilities and limitations, as well as other human characteristics, that are relevant to job design. This course covers topics directed towards ergonomics and Musculoskeletal Disorders (MSDs) such as, signs and symptoms, how to protect your back, joint disorders, risk factors, ergonomic controls, and exercises to practice to prevent accident and injuries from occurring.

## **Exploring Curriculum Activities**

1 hour

Today, more than ever, programs are being asked to integrate academic activities into programming. Improving academic performance and achievement requires us to intentionally create opportunities for children and youth to learn and discover their own interests, strengths, and talents within the academic areas. This course offers an overview of the six curriculum areas as defined by the California Department of Education, provides sample activities that address these curriculum areas, and explores the importance of including academics in a well-balanced program.

## **Food Service Worker: Annual Food Safety Training**

30 minutes

The Food Service Worker: Annual Food Safety Training course is designed to provide participants in the food industry with a basic understanding of food safety in order to maintain industry standards and reduce or eliminate the incidence of Foodborne Illness (FBI). This course is aimed towards assisting managers who are responsible for ensuring food safety.

## **GCF: Addition and Subtraction**

1 hour

Do you need help with math like subtraction, multiplication, division, fractions, decimals, and percents? With an emphasis on images and interactives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace. In this tutorial, you will learn the basics of addition and subtraction and will get the addition help and subtraction help you need.

## **GCF: Algebra Topics**

1 hour

Do you need help with math like subtraction, mul-

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tiplication, division, fractions, decimals, and percents? With an emphasis on images and interactives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace. In this algebra tutorial, you will learn the basics so you can get the algebra help you need to succeed.

## **GCF: Basic Spanish Skills**

1 hour

This Basic Spanish Skills tutorial covers some of the most common greetings and phrases in Spanish. You'll learn Common Greetings in Spanish, Meeting New People, Manners and Etiquette, Expressing Yourself and Saying Goodbye.

## **GCF: Beyond Email**

1 hour

Chat, Skype, Text, Like, Tweet, Blog, and Comment! If you want to communicate in the 21st century, then you will need to go beyond email. In this tutorial, we will show you all the ways you can talk and share online in today's world. This course is offered through partnership and permission from GCF LearnFree.org® Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Blog Basics**

1 hour

Blogs have become a popular way for everyday people to share their opinions, experiences, passions and more with the world. Are you interested in blogging? Learn all about blogs and how to start one of your own with this tutorial. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Computer Basics**

2 hours

If you are new to computers or just want to update your computer skills, this Computer Basics tutorial will show you how. Included are: Hardware Basics, Software Basics, Using a Computer, Using the Internet, Safety and Maintenance, and Extras.

## **GCF: Decimals**

1 hour

Do you need help with math like subtraction, multiplication, division, fractions, decimals, and percents? With an emphasis on images and interactives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace. This Decimals tutorial offers simple and easy techniques for working with and converting decimals and percents, including how to deal with them when shopping.

## **GCF: Email 101**

1 hour

Are you new to email? Perhaps you are wondering just how people communicate online? This introductory course will teach you the basics about email, including understanding how email works, where you get email service from, and how you communicate properly and safely online. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Facebook**

2 hour

This tutorial covers how to create, use, and maintain a Facebook page, including understanding Facebook privacy policies and settings. You'll learn Facebook News, What is Facebook, Getting Started with Facebook, Understanding Facebook Privacy, Adjusting Your Privacy Settings, Sharing on Facebook, Chat and Messages, Adjusting Your Account Settings, Facebook Texts, Deactivating Your Account, Managing Your News Feed, Using Lists to

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Manage Sharing, Groups, Creating a Facebook Page, etc.

## **GCF: Firefox**

1 hour

Firefox is a free web browser from Mozilla. Firefox is one of the world's most popular browsers. It includes a variety of features that are designed to give you a fast and secure browsing experience. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Fractions**

1 hour

Do you need help with math like subtraction, multiplication, division, fractions, decimals, and percents? With an emphasis on images and interactives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace. In this Fractions tutorial, you'll learn how to add, subtract, multiply, divide, and convert fractions.

## **GCF: Gmail**

1 hour

Gmail is a popular, web-based email service provided by Google. Learn the basics of how to compose, send and respond to emails, in addition to exploring Gmail's features for managing your email and accessing it from your mobile devices. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Good at Math**

1 hour

Do you need help with math like subtraction, multiplication, division, fractions, decimals, and percents? With an emphasis on images and interac-

tives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace. In this Good at Math game, help Good fight robots and zombies as you practice addition, subtraction, multiplication, and division.

## **GCF: Google Account**

1 hour

Did you know that you can access Google services, like Gmail, Google Docs and YouTube, from one account? Creating a Google Account simply allows you to manage and customize settings for the Google apps and services you use. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Google Chrome**

1 hour

Chrome is a web browser from Google that is becoming very popular due to its speed and simple design. It easily integrates with other Google services and includes features for privacy, security and web apps. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Google Documents**

1 hour

Google Docs is a free, cloud-based suite of tools for creating documents, spreadsheets, presentations and more. This tutorial will cover the Documents application in Google Docs, in addition to showing you how to access and store your Docs from Google Drive. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

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## **GCF: Google Drive and Docs**

1 hour

Google Drive is a cloud storage service that allows you to store your documents, photos, videos and more online in one place. From Drive, you can also access Google Docs, where you can create, share and collaborate on documents, spreadsheets, presentations and more from anywhere while online. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: Google Search Tips**

1 hour

When you have a question, when you need information, when you want to find something specific... you need the best tools in order to find what you're looking for. That's where Google comes in. Google is the go-to search engine for most people on the internet. It's so popular, in fact, that it's changed the way many of us talk about searching for information online. Have you ever heard someone use the word "google" as a verb, for example? This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Google Spreadsheets**

1 hour

Google Docs is a free, cloud-based suite of tools for creating documents, spreadsheets, presentations and more. This tutorial will cover the Spreadsheets application in Google Docs, in addition to showing you how to access and store your Docs from Google Drive. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Grammar**

2 hours

In this grammar tutorial, you'll get the grammar help you need to avoid making grammatical mistakes in your writing and in life. Topics include: Contractions, Possessives, Sentences, Sentence Fragments, Run-on Sentences, I, Me, and Other Pronouns, Semi-Colons, Quotation Marks, Adjectives and Adverbs, Capitalization, Negatives, Abbreviations and Acronyms, Commas, Grammar Practice. This course also includes 13 videos.

## **GCF: Internet 101**

1 hour

Are you new to the internet? Are you wondering what is so important about being connected online? Maybe you would just like to know what's new and how it can benefit you. This introductory course will guide you through the basics, while providing up-to-date information on the latest online tools and technologies. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: Internet Explorer**

1 hour

Learn about the Internet Explorer web browser and how to use its many functions and features for convenient and safe web browsing. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Internet Safety**

1 hour

Phishing, Trojans, Spyware, Trolls and Flame Wars! Oh my! If the idea of these threats lurking around online makes you nervous, then you can now be at ease. Our Internet Safety course will provide you with the strategies, skills and mindset needed to protect yourself, your computer and your privacy when you connect with the internet. This course is offered through partnership and permission from

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GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Internet Safety for Kids**

1 hour

Practicing safety is a must with anyone who goes online, but with kids it is especially important. This tutorial will discuss the threats your kids may encounter while online and show you how protect them and talk to them about being safe and responsible. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: iPad Basics**

1 hour

Apple's iPad and iPad mini are popular tablets that have changed the way we use computers. Learn the basics of using the iPad along with other features like iCloud, iTunes, Siri, the App Store and more. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: iPhone Basics**

1 hour

Get to know the functions and features of Apple's iPhone including how to use iCloud, iTunes, Siri, the App store and more. This tutorial will also show you how to use the iPod touch. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: Job Applications**

1 hour

In this Job Applications tutorial, get the job applications help you need to apply for jobs you're interested in and get noticed. Topics include: Gathering

Your Personal Information, Obtaining References, Completing a Job Application, and a Quiz.

## **GCF: Job Success**

2 hours

Learn some job success factors and the job success strategies you need to succeed in the marketplace. Topics include: Increase Your Job Success, Time Management, Setting Goals, Business Etiquette, Avoid Five Common Work-Related Pitfalls, Common Workplace Communication, Building an Effective Business Presentation, Listening Skills, Coping with Stress and Anger, Resolving Workplace Conflict, Five Ways to Increase Your Changes of Workplace Success.

## **GCF: Learn English**

1 hour

Learn English by navigating this online reading program. Instructions for this course will be in Spanish.

## **GCF: LinkedIn Basics**

1 hour

With over 175 million members worldwide, LinkedIn is the largest social media site dedicated solely to professional networking. While LinkedIn's popularity has continued to increase among job seekers and employers, it's not always clear how to use the site to its full potential. In this module, you'll learn about the basics of using LinkedIn. We'll also talk about different strategies you can use to create an effective LinkedIn profile, add new contacts, join groups, and search for jobs. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Access 2000**

1 hour

Access 2000 is the database software in the Microsoft 2000 Office Suite. Learn how to manage, search, and report large amounts of information in

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a relational database. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Access 2007**

1 hour

Access 2007 is the database software in the Microsoft 2007 Office Suite. It allows you to order, manage, search, and report large amounts of information. This tutorial will show you how you might plan and build a database from scratch, including how to set up tables, create and use forms to enhance data integrity, design and run meaningful queries, and produce useful and attractive reports. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Access 2010**

1 hour

Access 2010 is a relational database application in the Microsoft 2010 Office Suite that allows users to enter, manage and run reports on large amounts of data. In this tutorial, you will learn the essential skills needed to use a database including entering data into forms and tables, running queries to search data and producing meaningful reports. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Access 2013**

1 hour

Access 2013 is a relational database application in the Microsoft 2013 Office Suite that allows users to enter, manage and run reports on large amounts of data. In this tutorial, you will learn the essential skills needed to use a database including entering data into forms and tables, running queries to search data, and producing meaningful reports.. This course is offered through partnership and per-

mission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Access XP**

1 hour

Access XP (2002) is the database software in the Microsoft XP (2002) Office Suite. It allows you to enter, manage, and search large amounts of data. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Excel 2000**

1 hour

Excel 2000 is the spreadsheet software in the Microsoft 2000 Office Suite. It allows you to store, organize, and analyze numerical information. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Excel 2003**

1 hour

Excel 2003 is the spreadsheet software in the Microsoft 2003 Office Suite. It allows you to store, organize, and analyze numerical information. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Excel 2007**

1 hour

Excel 2007 is the spreadsheet software in the Microsoft 2007 Office Suite. It allows you to store, organize, and analyze numerical and text data. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

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## **GCF: Microsoft Excel 2010**

1 hour

Excel 2010 is a spreadsheet application in the Microsoft 2010 Office Suite. Excel allows you to store, manipulate, and analyze data in organized workbooks for home and business tasks. New innovations in Excel 2010 include the enhanced data viewing features of Sparklines and Slicers. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Excel 2013**

1 hour

Excel 2013 is the spreadsheet application in Microsoft's new Office 2013. This tutorial will show you how to use the powerful tools in Excel 2013 for organizing, visualizing and calculating your data. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Excel XP 2002**

1 hour

Excel XP (2002) is the spreadsheet software in the Microsoft XP (2002) Office Suite. It allows you to store, organize, and analyze numerical information. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft PowerPoint 2000**

1 hour

PowerPoint 2000 is the presentation graphics software in the Microsoft 2000 Office Suite. It allows you to create dynamic presentations with its easy-to-use, predefined layouts and templates. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the

Learning Management System.

## **GCF: Microsoft PowerPoint 2003**

1 hour

PowerPoint 2003 is the presentation graphics software in the Microsoft 2003 Office Suite. It allows you to create dynamic presentations using its easy-to-use, predefined layouts and templates. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft PowerPoint 2007**

1 hour

PowerPoint 2007 is the presentation graphics software in the Microsoft 2007 Office Suite. With PowerPoint, you can use its easy-to-use predefined layouts, themes, or templates to create dynamic and professional presentations. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft PowerPoint 2010**

1 hour

PowerPoint 2010 is a presentation program in the Microsoft 2010 Office Suite. It allows you to create amazing slide presentations that can integrate images, video, narration, charts and more This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft PowerPoint 2013**

1 hour

PowerPoint 2013 is a presentation program in the new Microsoft 2013 Office Suite. It allows you to create amazing slide presentations that can integrate images, video, narration, charts and more. This course is offered through partnership and per-



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mission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft PowerPoint XP 2002**

1 hour

PowerPoint XP (2002) is the presentation graphics software in the Microsoft XP (2002) Office Suite. It allows you to create dynamic presentations using its easy-to-use, predefined layouts and templates. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Word 2000**

1 hour

Word 2000 is the word processing application in the Microsoft 2000 Office Suite. It allows you to create a variety of professional-looking documents such as letters, flyers, and more. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Word 2003**

1 hour

Word 2003 is the word processing software in the Microsoft 2003 Office Suite. It allows you to create a variety of professional-looking documents such as letters, flyers, and more. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Word 2007**

1 hour

Word 2007 is the word processing software in the Microsoft 2007 Office Suite. It allows you to easily create a variety of professional-looking documents using features such as themes, styles, SmartArt,

and more. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Microsoft Word 2010**

1 hour

Word 2010 is a word processing application in the Microsoft 2010 Office Suite. Word allows you to easily create professional-looking documents using various themes, visual designs, formatting tools, sharing features and more. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: Microsoft Word 2013**

1 hour

Word 2013 is the word processing application in Microsoft's new Office 2013. Learn how to use Word 2013's powerful tools for creating professional and eye-catching documents both for print and online sharing. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: Microsoft Word XP 2002**

1 hour

Word XP (2002) is the word processing application in the Microsoft XP (2002) Office Suite. It allows you to create a variety of professional-looking documents such as letters, flyers, and more. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Money Basics**

2 hours

Learn the money management skills you need with this tutorial, which covers money management,

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banking, and retirement planning. The course includes: Assessing How You Manage Money, Creating a Budget, Credit, Staying Out of Debt, Banking Options, Managing a Checking/Savings Account, Planning for Retirement, Investment Options, Shopping, Buying a Car, Finding a Place to Rent, Buying a Home, Budget Now-Before You Start Looking for a Job, Living within Your Means, How Much Does that Dream Job Cost.

## **GCF: Multiplication and Division**

1 hour

Do you need help with math like subtraction, multiplication, division, fractions, decimals, and percents? With an emphasis on images and interactives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace. In this tutorial, you will learn the basics of multiplication and division to get the multiplication help and division help you need.

## **GCF: Percents**

1 hour

Do you need help with math like subtraction, multiplication, division, fractions, decimals, and percents? With an emphasis on images and interactives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace. This Percents tutorial offers simple and easy techniques for working with and converting percents and decimals, including how to deal with them when shopping.

## **GCF: Pinterest 101**

1 hour

Pinterest is a popular social media site for creating virtual pinboards of the things you discover online. With Pinterest you can create and share pinboards on any subject you can imagine from vintage cars to funny cat videos to your favorite tutorials. Join

the fun and explore what other people are pinning. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **GCF: Practice Reading**

2 hours

In this Practice Reading tutorial, you can get the reading help you by using our reading practice online to help improve your literacy. Topics include: Practice Reading, an Overview, for Adult Literacy Instructors, ESL (English as a Second Language, Word List A-Z, and Word List Categories.

## **GCF: Resume Writing**

1 hour

In this Resume Writing tutorial, you'll get the resume help you need to create a document that stands out. Topics include: Why You Need a Resume, Resume Formats: Choosing the Right One, Resume Tips and Strategies, Contact Information, Objectives, Summaries, or Professional Profiles, Employment History, Education Information, Additional Information and References, Preparing Your Resume for the Internet, Gallery of Sample Resumes, Create a Cyber-Safe Resume, and Resume Resources.

## **GCF: Skype**

1 hour

Microsoft's Skype is a software that allows you to instant message and make voice and video calls to fellow Skype users on the internet for free. You can even get a phone number and make calls to phones around the world for a fairly affordable rate. Learn all the ways you can share with those who matter to you using Skype. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

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## **GCF: Twitter 101**

1 hour

Still don't get Twitter? More and more this micro-blogging network is becoming a very useful tool for finding out what's going on with the people and things that matter to you the most. With our simple and engaging tutorial, you can learn all the various ways you can use Twitter to enhance your own life. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: Windows 10**

1 hour

Windows 10 is the latest version of Microsoft's operating system for PCs and tablets. It was released July 29, 2015.

## **GCF: Windows 8**

1 hour

Windows 8 is the latest version of Microsoft's operating system for PCs and tablets. Many users may be confused by this completely re-designed version of Windows, but our tutorial will help guide learners through the many changes Microsoft has made. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data data to the Learning Management System.

## **GCF: Workplace Basics**

1 hour

Starting a new job and want to make a good impression? In this free tutorial, you will understand what is expected of you as a new employee. In addition, you will learn how to complete employee paperwork and what you need to know about your pay, benefits, time off and more. This course is offered through partnership and permission from GCF LearnFree.org Please note that this course will not bookmark or save data to the Learning Management System.

## **Going Deeper: Supporting Social-Emotional Learning and Character Development**

1 hour

It is important for staff to reflect on the practices they are implementing throughout the program to create environments in which young people can experience social-emotional learning and practice character skills. Just as important, staff must reflect on their own personal social-emotional and character competencies and how they demonstrate those in the program, acting as a role model for program participants. During this course participants will complete a self-reflection tool to identify actions they can take to strengthen their abilities to support social-emotional and character skill development.

## **Harassment Prevention Training (PS)**

2 hours

This course provides comprehensive, online training to prevent harassment in the workplace. It offers strategies to achieve more appropriate employee conduct and reduce your companys liability. In addition to promoting a harassment-free work environment, this course will also bring your organization into compliance with state laws, such as California's sexual harassment training requirement, AB 1825.

## **Healthy Bodies: Promoting Good Nutrition and Physical Activity in Child Care**

2 hours

The purpose of this course is to help you understand the nutritional needs of infants, toddlers, and preschools. It will teach you the proper ways to store, prepare, and serve food safely. Finally, you will learn ways to encourage healthy eating habits for yourself and others and promote physical activity within the child care setting.

## **Heat Illness**

30 minutes

This course will give participants an understanding

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of what heat illness is, OSHA Guidelines, who's affected, identifying symptoms, what to do when encountering heat illness, and preventative methods.

## **Heat Illness - Spanish (Enfermedades por calor)**

30 minutes

Este curso dará participapants una comprensión de lo que es la enfermedad del calor, Directrices de OSHA, que ha afectado, los síntomas que identifican, ¿qué hacer cuando se enfrentan a enfermedades por el calor, y los métodos preventivamente.

## **Homework Assistance**

45 minutes

Supporting children and youth with their homework is a basic element of nearly all out-of-school time programs, yet it is something that can be challenging for many OST professionals. During this course, participants examine the importance of homework assistance, as well as strategies and skills to provide effective homework assistance.

## **I Am: Supporting Self-Awareness and Self-Management**

45 minutes

As staff, our understanding of how youth's negative responses affect emotions and behaviors is a key lever in how we create opportunities for young people to develop social-emotional and character skills such as self-awareness and self-management. During this course, participants will learn about how young people's responses affect personal emotion and behavior, and how group agreements can support safe environments. Participants will reflect on current strategies and will learn about resources to support the development of young people's self-awareness and self-management skills.

## **I Belong: Supporting Social Awareness and Interpersonal Skills**

45 minutes

We all have lived full lives with varied experiences,

both positive and negative. Whether we are aware or not, our experiences, including our social, political and cultural beliefs and background, affect our practice with youth. During this course, participants will learn about how culturally grounded beliefs and background affect our practice with youth, how to help raise our awareness of those factors, and reflect on current and new strategies that support the development young people's social-awareness and interpersonal skills.

## **I Can: Supporting Growth Mindset and Self-Efficacy**

45 minutes

We all have areas in our life that we approach with a growth mindset and others we approach with a fixed mindset. In order for us to be positive role models to youth, we as adults need to reflect on our own mindsets and how they may impact how we behave at work and with youth. During this course, participants will learn about what self-efficacy and growth mindset are, explore our own mindset and the potential impact it has on youth, and reflect on current and new strategies to support the development young people's growth mindset and self-efficacy.

## **Incentives and Motivation**

45 minutes

Motivation, incentives and rewards can help pull a team together and keep a successful staff on track. In our profession, incentives rarely come in the form of extra earnings, so we have to be creative in designing incentives. During this course, participants will look at several strategies for providing meaningful incentives for staff, as well as techniques to determine what motivates them and their staff.

## **Incipient Stage Fire Extinguisher Education**

30 minutes

This course is designed to give participants an overview of incipient stage fires and fire extinguishers. The course will identify multiple types of fire

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extinguishers, as well as their purposes and how to operate and maintain them. Participants will learn the hazards associated with incipient stage fires and tips for when not to fight a fire.

## **Including Children and Youth with Disruptive Behavior**

45 minutes

When working with children and youth, we encounter a wide range of behaviors. Effective behavior guidance strategies can help reduce the amount of time and energy spent addressing disruptive behaviors in the program. During this course, participants will explore the challenges of children and youth with disruptive behavior and learn strategies for effectively addressing these behaviors.

## **Indoor Air Quality**

15 minutes

After completing this course, participants will know the difference between sick building syndrome and building-related illness, be able to identify building conditions as well as contaminants associated with symptoms or illnesses, learn some of the preliminary steps to an effective IAQ investigation, and be familiar with a few model IAQ policies and practices.

## **Information Security Awareness (Dept. of Health and Human Services)**

15 minutes

Learning how to protect electronic information at work and home is very important. This course will teach participants the purpose for security training, potential threats, how to protect data at work and home, mobile device security, and how to report security breaches.

## **Integrating Academics and Enrichment**

1 hour

It is essential that skills presented during the instructional day are reinforced by the learning opportunities presented in out-of-school time pro-

grams. Presenting materials in alternative learning formats encourages children and youth to participate, and it is through this participation that programs help promote mastery. During this course, participants will develop an understanding of the California Content Standards for Public Schools, including the Common Core Standards, and explore how to integrate them into a balanced afterschool program.

## **Introduction to Evaluation**

1 hour

Quality programs operate with the idea that they will change, improve, and grow. Knowing how to identify areas needing improvement is the key to program quality, which must be continually evaluated to identify strengths and weaknesses. In this course, participants will learn what evaluation is, why it is important for programs, and ways they can evaluate their own programs.

## **Knowing Yourself as a Leader**

45 minutes

Leadership in out-of-school time programs ranges from simple observation to active participation in program design and implementation. Leadership is an on-going process involving continuous learning, and taking time to discover their values, goals, skills, talents, and strengths will help staff to understand the type of leaders they are and the type of leaders they desire to be. In this course, participants will learn to develop a personal mission statement and identify strengths and weaknesses in skill development.

## **Leading Teams and Organizations with Head and Heart**

45 minutes

As leaders, we must ensure that we are not only modeling social-emotional and character skills ourselves, but creating program environments for staff to thrive in these areas. Organizations can intentionally embrace and uphold practices that create safe environments for staff to develop and hone

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such skills individually and collectively, especially amongst change. In this course, participants will understand three stages of change, and how staff experience each. Participants will also become familiar with adaptive leadership strategies for managing change within organizations.

## **Leading with Head and Heart**

45 minutes

Those in leadership positions have a responsibility to both lead and manage. During this course, participants will understand the differences between the leadership and management, and the steps we can take to cultivate both. Participants will explore how leaders create safe, supportive environments by modeling self-awareness, interpersonal skills and growth mindset in how we lead and manage.

## **Making Educators Partners in Suicide Prevention**

30 minutes

The following course is adapted from the “œfaculty training module” of the LIFELINES school-based curriculum for youth suicide prevention, and provided by the Society for the Prevention of Teen Suicide. This course will review the ways in which suicide awareness training is beneficial to the entire school community. It will correct myths, present accurate data on suicide risk, warning signs & protective factors, outline roles, discuss ways for dealing with at-risk students, and provide additional suicide prevention resources to participants.

## **Making Your Home A Safer Place**

30 minutes

For children, the world is a constant source of new things to explore, discover and experience. Children’s natural curiosity and fearlessness are also what lead children into dangerous and potentially deadly situations. What’s a parent to do? The best advice is to be prepared. Try to eliminate or minimize potential hazards around the home that could injure your child. This course will teach parents and participants proper household, infant, fire, water,

recreational, and emergency safety that can help make the home a safer place to grow and learn in.

## **Marchman Act: The Florida Substance Abuse Impairment Act**

30 minutes

The Marchman Act provides for voluntary admissions and involuntary assessment, stabilization, and treatment of adults and youth who are severely impaired due to substance abuse. In this course participants will learn an overview of the Marchman Act Handbook and it’s related laws.

## **Medication Administration for Resource Parents**

15 minutes

This course is required for all Department of Child Services resource parents every two years after approval. The course provides resource parents with the knowledge to safely and effectively administer medications to children in care. Topics included in this course range from self storage and disposal of medication to common errors in medication administration.

## **Medication Administration for Unlicensed Personnel**

15 minutes

This course gives participants a quick overview of what to expect in a Medication Administration course for unlicensed personnel. Participants will learn about certain legislation passed, responsibilities of the DIDD, trainers, and agencies, as well as answer common FAQ’s people have before taking a Medication Administration training.

## **Mold Safety Awareness**

15 minutes

In this course, participants will examine the basics of mold, analyze health hazards associated with mold, identify and recognize safety hazards, describe fundamental protective measures, and interpret rules and regulations regarding mold.

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## **Office Safety and Health**

15 minutes

Despite common belief that the office provides a safe environment to work in, many hazards do exist which cause thousands of injuries and health problems among office workers. In addition to the obvious hazards of slippery floors or open file drawers, the modern office may contain hazards such as poor lighting, noise, and poorly designed furniture and equipment. This course will give participants a brief overview of the most common office hazards that exist today.

## **OSTPD - Promoting Positive Youth Development**

1 hour

This training will define Positive Youth Development, benefits of Positive Youth Development and how to implement Positive Youth Development.

## **OSTPD - Supporting Alternative Pathways through Service Learning**

1 hour

This training will cover a number of areas regarding how after school programs can support alternative pathways by using service learning. The course will review what service learning is and provide a solid foundation of this concept. It will then look at the benefits of service learning followed by how service learning supports youth's alternative pathways. It will conclude with information on how to get started and creating a path to implement service learning in your own program.

## **OSTPD - Supporting Attendance through After School Programming**

1 hour

This training will cover a number of areas regarding how after school programs can support youth attendance in school. By looking at and exploring the connection between after school programming and attendance in school, we see how after school programming supports attendance at school as well as how to coordinate with the school in order

to maximize the positive impact of after school on school attendance through collaboration.

## **Overview of Enforcement for Occupational Exposure to Tuberculosis (TB)**

15 minutes

This course provides a brief overview of OSHA's enforcement policy for occupational exposure to tuberculosis. Participants will learn the factors of TB, where it most commonly occurs, feasible and useful TB abatement methods, TB and respiratory protection methods, and about accident prevention signs and tags.

## **Planning for Emergencies**

30 minutes

The Preparing for Emergencies course is designed to help participants identify a learning goal and expectation for their own business. Throughout this course, participants will assess their own business readiness plans for emergencies, learn about the four steps in the emergency planning process, and learn about emergency management considerations.

## **Preparing Workplaces for Pandemic Flu**

15 minutes

This course will teach participants about what a flu pandemic is, how the flu virus spreads, and public health prevention strategies. Participants will also learn how to develop preparedness plans for themselves, their family, and their workplace as well as how to prevent the spread of infection in the workplace.

## **Presentation Methods and Debriefing Activities**

1 hour

There is no "one size fits all" approach to working with children and youth, and this is especially true when it comes to how we present and debrief activities. During this course, participants will understand the importance of the delivery and debriefing of an activity to help children and youth make

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meaning, as well as some specific methods that can be incorporated into the program right away.

## **Preventing Cuts, Scrapes and Punctures**

15 minutes

Our hands are some of our most valuable tools. Without our hands, it would be nearly impossible to do the work we do. This course teaches participants a few of the dangers that they may encounter with their hands and what they can do to mitigate cuts, scrapes, and punctures at home and at work.

## **Preventing Sexual Harassment and Understanding California Law**

30 minutes

This course will teach California employees how to recognize sexual harassment, defines the rights and responsibilities of employers and employees, and provides an overview of the legal remedies available in sexual harassment lawsuits.

## **Preventing Violence at the Workplace**

15 minutes

In this course, participants will learn the facts about workplace violence. This course will discuss Cal/OSHA's three types of workplace violence, list risk factors for potential violence at the workplace, describe ways to prevent violence, and discuss how to handle an angry customer.

## **Protecting Yourself While Responding to Earthquakes**

30 minutes

This course is an awareness-level health and safety resource for "skilled support personnel" (SSP) who will participate in an earthquake response and cleanup. This course will help workers understand at an awareness level: what an earthquake is, characteristics of an earthquake response, and how to identify and control hazards pertaining to the response and cleanup activities associated with an earthquake.

## **Reducing Foodborne Illness Risk Factors in Food Service and Retail Establishments**

30 minutes

The purpose of this course is to remind operators and regulators about safe practices used to control risk factors in institutions (Hospitals & Schools), restaurants (Full Service & Fast Food), and retail food (Deli, Meat & Poultry, Seafood, and Produce Departments) establishments. The "food safety messages" found in this course also include recommendations that were created based on guidance in the FDA Food Code 2005.

## **Safety and Survival in an Active Shooter Event**

15 minutes

An all too unfortunate reality is that active shooter events are occurring with alarming frequency throughout the world. This course is intended to make you aware of the steps you should take if you are ever involved in an active shooter event.

## **Sanitation and Hygiene**

15 minutes

This course is designed to teach participants the measures that need to be taken to ensure good sanitation during manufacturing. These relate primarily to the premises, the equipment and the process to prevent any type of contamination. This course will also teach participants the measures that need to be taken to ensure that good levels of hygiene are achieved during manufacturing, relating primarily to the personnel.

## **SARS: Protecting Workers**

15 minutes

Participants of this course will learn about SARS in regards to symptoms, who may be at higher risk, transmission, treatment, and precautions for various groups including workplaces, healthcare facilities, laboratories, and airplane cleaning crews. This course also covers air medical transport of SARS patients, and handling human remains of SARS patients. Participants will also learn about employee



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training and suggestions for at home care.

## **School-Age Health Guidelines to Promote Healthy Eating and Physical Activity**

30 minutes

At the end of this course, participants will be able to define the terms overweight and obesity, know health consequences of childhood obesity, and explain the purpose of CDC's School Health Guidelines to Promote Healthy Eating and Physical Activity. They will also identify at least two healthy eating and two physical activity policies or practices that can be implemented in schools to address obesity. Participants will also be able to create guidelines to address problems in their area as well as find stakeholders that need to be informed of the guidelines.

## **Sexual Harassment Prevention for Employees**

1 hour

This course will provide you with an overview - defining sexual harassment and general harassment, giving examples of prohibited behaviors, explain the responsibilities of you and your organization and teach you about liability.

## **Shared Space 101**

1 hour

Afterschool programs share space and facilities that are used by other people and for other purposes during the school day. Learning how to accomplish this in a positive way is essential for effective programming. This course offers participants the opportunity to examine some common issues that can occur when sharing space, as well as strategies to effectively share space with a variety of people.

## **SIDS and Other Sleep-Related Infant Deaths: Keeping Babies Safe**

90 minutes

This course will give participants a brief overview of Sudden Infant Death Syndrome (SIDS) and other

sleep-related deaths. Participants will learn about recent research and statistics, the importance of child care providers, AAP SIDS Task Force recommendations, and how to implement policies in child care.

## **Slips, Trips, and Falls**

45 minutes

Slips, Trips and Falls (STF) are among the most frequent type of reported injuries for public employees. This course is designed to help participants identify at least two requirements of OSHA's walking and working surfaces standard that apply to their workplace. By the end of this course participants will also be able to identify common causes of slips, trips and falls within the workplace, evaluate their workplace for hazards associated with walking and working surfaces, and generate ideas on how to control for these identified hazards.

## **Social-Emotional Learning, Character Building and Enhancing Quality**

45 minutes

All children and youth need social-emotional and character skills in order to thrive in school, work, and life. By their design and structure, high-quality expanded learning and out-of-school time programs provide valuable opportunities for children and youth to develop such social-emotional and character skills. This course will introduce participants to social-emotional and character skills and their relationship to the California Quality Standards for Expanded Learning Programs.

## **Stop Bullying**

1 hour

In this course you will: Learn the role kids play in bullying, who is at risk, warning signs and effects of bullying, targeted groups - race, religion, LGBTQ, youth with disabilities.

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## **Suicide Prevention: Saving Lives One Community at a Time**

30 minutes

This course, provided by the American Foundation for Suicide Prevention (AFSP), gives participants an overview of the prevalence and risk factors for depression and suicide, dispels popular myths, and highlights AFSP's suicide prevention research and education programs. It includes practical advice for those who know someone who may be contemplating suicide.

## **Supervising with Head and Heart**

45 minutes

Like young people, our own social-emotional and character competencies are important to reflect on if our desire is to create environments in which adults can successfully support young people in developing such skills. In this course, participants will explore social-emotional and character skills that support supervisors, as well as the personal roadblocks, power and potential pitfalls that supervisors may experience. Participants will also become familiar with a management framework to strengthen their supervision.

## **Teaching Students with Autism**

15 minutes

This course focuses on teaching students with autism through the use of the 11 established treatments for Autism Spectrum Disorder (ASD). Participants will also learn about Discrete Trial Training (DTT) and Natural Environment Teaching (NET), both of which everyone in a classroom setting should be familiar with and be applying in a classroom.

## **The Indian Child Welfare Act**

30 minutes

Knowledge of the Indian Child Welfare Act is essential for child welfare, legal and judiciary, mental health, foster care and adoptions, and caregivers. By the end of this course participants will be able

to discuss the unique relationship between the federal government and the Indian Nations, as well as explain the concept of tribal sovereignty. This course will also teach participants about key terms, the essential mandates and protections of the Indian Child Welfare Act, the historic basis for the ICWA, and participants will learn how to apply the spirit and intent of the Act to child welfare practice in the field.

## **The NoFEAR Act**

15 minutes

This course will inform participants of the Notification and Federal Employee Antidiscrimination and Retaliation Act, also known as the NoFEAR Act. At the conclusion of this course, participants should understand the basic provisions of the NoFEAR Act, know what Antidiscrimination and Whistleblower Protection Laws protect them, and understand how to file a complaint alleging discrimination, retaliation, or a violation of the Whistleblower Protection Laws.

## **The Role of Staff in Behavior Guidance**

1 hour

Guiding and managing the behavior of children and youth are some of the biggest challenges that out-of-school time program staff face. To gain greater confidence in guiding behavior, staff must look at their personal actions and reactions to the behaviors of the children and youth with whom they work. This course will help participants understand their reactions to the behaviors of children and youth and learn to use this information to respond more effectively.

## **The Role of the Site Leader**

45 minutes

Supervising adults is challenging under any circumstances, but in out-of-school time, supervision can be even more challenging because those supervised needs to be independent workers who are creative, energetic, enthusiastic and calculated risk takers. The afterschool site leader must have an

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arsenal of skills and strategies to be both a leader and a supervisor. This course offers a basic overview of the roles and responsibilities of the site leader or supervisor and how those roles support a culture of team excellence and mutual support.

## **The Safe Food Handler**

15 minutes

This course is based on Chapter 2: Management and Personnel in the U.S. Food Code (2008). It is designed to teach those working in the food service industry methods for reducing foodborne illnesses. This course covers topics on basic hand-washing, covering cuts, wounds and sores, proper clothing, how to report foodborne illnesses, excluding and restricting workers, as well as other important food safety policies.

## **Train-the-Trainer: Training Methods**

15 minutes

The purpose of this course is to provide the education and tools needed so that participants will be able to effectively deliver safety and health training to their workers. By the end of this course participants will be able to explain the different titles of a teacher, determine positive classroom control measures, examine diversity and stereotypes, describe training delivery methods, analyze questioning types and techniques, demonstrate the use of training aids, define how to empower the adult learner, and illustrate the proper use of assessments and critiques.

## **Understanding Autism in Your Community**

30 minutes

Make Friends with Autism is a community focused education initiative that encourages understanding, inclusion, support, and appreciation of people and families with autism. Through a generous grant from Kohl's, Children's Specialized Hospital provides materials to businesses, recreation providers, neighbors, and families to support the integration of people with autism into community life. In this course participants will learn a basic understand-

ing of the common characteristics, behaviors, and causes associated with autism. Participants will be introduced to what autism is, how people with autism interact and communicate, and the safety concerns associated with autism.

## **Understanding the Basic Concepts of HIPAA**

45 minutes

This course will give participants a basic understanding of the Health Insurance Portability and Accountability Act (HIPAA). Participants will learn what HIPAA is, how it changes the way we do our work, federal vs. state standards, patient rights, the purposes of HIPAA compliance and more.

## **Understanding the Behavior of Children and Youth**

45 minutes

The development of children and youth can cause them to behave in ways that can be trying for even the most knowledgeable and experienced staff. When staff understands what is driving the behavior, they can help to guide and encourage acceptable behaviors. This course will provide participants with the knowledge and skills necessary to prevent unwanted behavior by meeting the needs of children and youth before they act out.

## **Utilizing the Quick CASP Assessment Tool**

1 hour

CalSAC partnered with the Summer Matters campaign to create our Quality Summer Program training series. Summer months bring unique opportunities for learning outside the traditional school year and walls. High quality summer learning programs change students' lives for the better with an opportunity to improve their academic achievement and readiness to learn. Developing quality programs requires intentional, ongoing development. Engage in activities that will help identify and strengthen the quality of your summer learning program. Utilizing the Quick CASP Assessment Tool is the second module in the Quality Summer Programming Training series. Creating a high quality summer learning program first starts

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with assessing the program at every level from the planning stages to the implementation of the program. In this module, participants will understand the language used in the Quick CASP Assessment Tool to describe quality summer programming and learn about the Quick CASP Assessment Tool to guide program quality improvement.

## **Water and Energy**

1 hour

CalSAC has partnered with the Pacific Gas & Electric Company (PG&E) to bring the Energenius® Out-of-School Time Program to our online training platform. This FREE environmental stewardship curriculum is designed to engage children and youth to think about how they use energy, how energy is measured, paid for, and ways to save energy. Children and youth will understand how they can help reduce the impacts of energy use and production on the environment, and also practice influencing others to take energy-saving actions. Additionally, the curriculum is uniquely and intentionally designed to engage families in energy and water conservation habits. Water and Energy is Activity Guide #3 in 4-part Energenius® Out-of-School Time Program. The curriculum and activities are designed to engage children and youth to think about water - where it comes from, how it's used, and how to conserve this natural resource. This course will prepare participants to deliver the activities from the Water and Energy Activity Guide as well as help children and youth bring water saving resources home.

## **Wellness Programs**

15 minutes

Creating a wellness program for employees can help maintain a high level of well being through proper diet, exercise, stress management and illness prevention. This course will help participants understand the significance of a wellness program, educate management on the benefits of productivity and the costs of its loss due to illnesses, establish steps necessary to implement and maintain a successful wellness program, establish a method of

testing the success of a wellness program, and assess which wellness programs are best for various work environments.

## **Young Worker Safety Training: Module 1 - English**

15 minutes

The Center for Young Worker Safety and Health at Georgia Tech Research Institute strives to coordinate and promote the efforts of health and safety training programs throughout the Southeast. In this course participants will learn about young worker injuries and illnesses, as well as ways to reduce these injuries and illnesses. This course will also identify workplace hazards and go over young worker rights and responsibilities; an overview of the Young Worker Labor Laws.

## **Young Worker Safety Training: Modules 2 & 3**

30 minutes

This course is intended to be a Primer for Young Worker Safety and Health Training. Modules 2 & 3 expand on the concepts looked at in Module 1 of the Young Worker Safety Training. Topics covered include young worker injuries and illnesses, identification of job hazards, finding solutions to hazards on the job, an overview of personal protective equipment (PPE), and understanding your rights and responsibilities as a young worker.